



## **MDA-ASSOCIATE MANAGER SENIOR, EXPORT/IMPORT**

### **Characteristics of Work**

This is senior-level work with responsibility assisting in-state companies in developing managerial and production capabilities for overseas markets and in marketing their products and services to overseas buyers. The work involves maintaining contacts with domestic and foreign manufacturers, government and commerce officials, financing institutions, and other support organizations for in-state firms possessing existing or potential products for sale abroad. The employee acts as a public consultant, answering inquiries from Mississippi firms on the potential markets for their products, and works with foreign contacts in assisting them to analyze companies in Mississippi who may have products for the appropriate markets they represent. General supervision is received from an administrative superior.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Initiates business contacts with the manufacturing sector and the service sector within the state.

Analyzes the needs of and counsels companies on export marketing and procedures.

Develops export strategies for small and medium-sized companies.

Informs business community about divisional resources and responsibilities and serves as a liaison to clients and overseas offices on trade inquiries.

Identifies and recruits in-state firms, assembles and ships company catalogs/brochures and product samples, and administers all facets of activities on behalf of MDECD and clients.

Disseminates leads from trade activities and works closely with clients on follow-up.

Develops schedule of appointments and itineraries on behalf of self, client, and visitors.

Organizes seminars/briefings, etc. which are directed toward specific industry sectors, markets, or topics to educate clients domestically and abroad.

Develops and implements marketing plan and accesses and coordinates computerized data on behalf of clients requesting information.

Develops feasibility reports and analyzes all available trade data to determine marketing strategy.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Serves as advisor to Mississippi businesses, individuals and interested organizations on the market potential for their products or services in foreign commerce.
2. Coordinates overseas trade missions, catalog shows, matchmaker and other trade related promotional events and hosts incoming trade missions and official visitors.
3. Develops and conducts educational programs on pertinent aspects of international trade.
4. Utilizes all data resources for the benefit of position, department, and clients.

#### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

#### **Motor Coordination:**

While performing the duties of this job, the incumbent is regularly required to stand; walk; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to sit; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

#### **Experience/Educational Requirements:**

##### **Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Three (3) years of experience in export sales or marketing, business management in a company manufacturing for and/or selling to the overseas market, international economic development, promotional advertising involving overseas accounts, international banking and finance, international trade development and promotion, customs house brokerage, international freight forwarding, or a phase of international business transactions;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Four (4) years of experience in work related to the above described duties, three (3) of which must have been in export sales or marketing, business management in a company manufacturing for and/or selling to the overseas market, international economic development, promotional advertising involving overseas accounts, international banking and finance, international trade development and promotion, customs house brokerage, international freight forwarding, or a phase of international business transactions;

**OR**

**Experience:**

One (1) year experience as a DECD Associate Manager, Export/Import.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.